



SUBMITTAL PACKAGE INSTRUCTIONS FOR APPROVAL OF PROPOSED PLAN FOR WATER AND/OR WASTEWATER TREATMENT FACILITIES

An approval must be obtained from the Maricopa County Environmental Services Department (MCESD) for any change made to a water or wastewater treatment facility, reclaimed water facility or reuse system that affects the capacity, quality, flow, location or operational performance of the facility or system.

If new construction of or modifications to a water or wastewater treatment facility, reclaimed water facility or reuse system are required a certificate of *Approval To Construct* (ATC) must be obtained from the MCESD. Otherwise, a certificate of *Approval Of Proposed Plan* (AOPP) must be obtained from the MCESD.

This submittal package instruction sheet is to be used to apply for an AOPP for the following types of plans:

- | | | | |
|---------------------|---------------------------------|--------------------------|-----------------------------|
| • Treatment Plan | • Master Plan | • Noise Abatement Plan | • Experimental Project Plan |
| • Blending Plan | • Pilot Testing Plan | • Odor Control Plan | • MAG 208 Certification |
| • Disinfection Plan | • Validation Testing Plan | • Remediation Plan | • Miscellaneous Plan |
| • Rerating Plan | • Operations & Maintenance Plan | • Consent Agreement Plan | |

A. SUBMITTAL PACKAGE:

Each project to be reviewed and approved by the MCESD for AOPP must be submitted with a transmittal letter, an application, a check for the initial review fee and the relevant documentation.

Multiple projects cannot be submitted on a single application. However, a project may have multiple plans bundled into a single project. For example, a water treatment facility capacity rerating project may include pilot testing, rerating, and operations and maintenance plans.

1. Submittal Package Check List:

- ☐ Transmittal Letter
- ☐ Check for the Initial Review Fee
- ☐ Application for Approval Of Proposed Plan For Water and/or Wastewater Treatment/Reuse Facilities
- ☐ Documentation (*must be signed and stamped by a Professional Engineer):
 - Engineering Design Report*
 - Design Drawings*
 - Technical Specifications*
 - Engineering Calculations*
 - Reports and Studies
 - Other Documentation

MCESD Water and Wastewater Treatment Program staff prefer working with reduced size drawings for the preliminary review and approval set of Design Drawings. However, if the level of detail on the drawings is very complex and is not discernable on reduced-size drawings, or if the drawings are the final 'As-Built' Design Drawings, then full size drawings should be submitted. All other documentation should be submitted in a binder and be 8-1/2" x 11" letter size sheets.

Normally only one copy of the documentation is required for the plan review or for the public record. Additional copies may be required if portions of the project need to be reviewed by other programs within MCESD.

2. Submission and Contact Information:

Send the submittal package to:

Maricopa County Environmental Services Department
Water and Wastewater Treatment Program
1001 North Central Avenue, Suite 150
Phoenix, AZ 85004-1940

If you have any questions please contact the MCESD at the following telephone, fax or e-mail address:

Telephone: (602) 506-6666
Facsimile: (602) 506-6925
E-Mail: name@mail.maricopa.gov



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B. FEES

Locate the fee(s) from the fee schedule table below. Projects that consist of multiple plans should list the fee for each plan on the transmittal letter. For example, a water treatment facility capacity rerating project that has pilot testing, rerating, and operations and maintenance plans would have the following fees amounts listed on the transmittal letter:

- Pilot Testing Plan Fee: \$150.00
- Rerating Plan Fee: \$150.00
- Operations & Maintenance Plan Fee: \$150.00

The total fee amount for the project (non-expedited, non-phased review) would be \$450.00.

If your application is for an expedited and/or phased review and approval please note this in your transmittal letter and on the check. Expedited reviews double the initial and maximum fee amounts. Phased reviews further double the initial and maximum fee amounts.

The check amount should be for the totalized amount of plan initial fees adjusted by any expedited and/or phased review multiplier.

Unless otherwise stipulated, an expired *Approval Of Proposed Plan* certificate can be renewed once within an 18 month period from its date of expiration provided the original plan is unchanged. The renewal fee is equal to the one-half initial fee amount that was originally charge for the project.

Fee Schedule Table – Approval Of Proposed Plan			
Plan Type	Amount ¹	Plan Type	Amount ¹
Treatment Plan	\$ 150.00	Remediation Plan	\$ 150.00
Blending Plan	\$ 150.00	Consent Agreement Plan	\$ 150.00
Disinfection Plan	\$ 150.00	Experimental Project Plan	\$ 300.00
Rerating Plan	\$ 150.00	Miscellaneous Plan	\$ 150.00
Master Plan	\$ 150.00		
Pilot Testing Plan	\$ 150.00		
Validation Testing Plan	\$ 150.00	MAG 208 Certification	\$ 150.00
Operations & Maintenance Plan	\$ 150.00		
Noise Abatement Plan	\$ 150.00	Construction Plan Review ²	\$ 70.00/hr
Odor Control Plan	\$ 150.00	Investigation ²	\$ 70.00/hr

Notes:

- 1) The fee listed in this table is the initial fee for the review. The total fee may be more than the initial fee if the number of manhours expended on the project exceeds amount covered by the initial fee. Please consult the Maricopa County Environmental Health Code to determine the maximum fee that may be billed to a particular type of project.
- 2) Please contact a MCESD Water and Wastewater Treatment Program staff member before submitting this type of project.



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C. APPLICATION FORM INSTRUCTIONS

Each section of the application form should be filled out per the following instructions:

1. Project Information:

- a) **Project Name** – The project name must be the same as that appearing on the engineering documentation.
- b) **Project Description** – The project description should identify the capacity, type and quantity of equipment and other relevant details about the project. For treatment facilities identify the treatment process(es) being employed at the plant.
- c) **Plan Type** – Check the box(es) identifying the applicable plan types for the project.
- d) **Required Permits** – Check each box where a new or modified permit is required for the project.

2. System Information:

- a) **System Type** – Check the box identifying the applicable type of system.
- b) **System Name** – For water systems provide the Public Water System (PWS) name. For wastewater and reclaimed water systems provide the name of the Wastewater Treatment Facility (WWTF).
- c) **System ID Number** – The PWS or WWTF identification number.
- d) **Owner's Name / Contact Person** – Provide the name of the owner and the contact person for the system.

3. Site Location:

Provide the name of the city or town in closest proximity to the project site, the township, range and section information of the parcel on which the project site is located and the physical address of the project site. The parcel information may be obtained from the Maricopa County Assessor's office.

4. Documents Submitted with this Application:

Check the box(es) identifying each type of document submitted.

5. Engineer of Project:

Provide the architect/engineering firm name, contact person's name and contact information. The architect/engineering firm must be registered with the Arizona Board of Technical Registration to submit a project to MCESD. The architect/engineer in responsible charge of the project must be registered in the State of Arizona if the value of the project is greater than \$12,500.

6. Owner of Project:

Provide the owner's name, contact person's name and contact information. The owner of a water or wastewater treatment facility, wastewater disposal system/wetland, reclaimed water recharge facility or odor control facility/system must be a public or municipal utility company or government agency. The owner of a reclaimed water reuse/irrigation system may be a public or municipal utility company, home owner's association, corporation or government agency.

7. Person Authorizing Project:

The name, job title/affiliation, signature, and date information for the person authorizing this project. The person authorizing the project must be a person with fiduciary responsibilities associated with the owner of the project.